

Job Description Form

1. Position Details

Position Title: Nature Activities Leader			Position Number PA1817NAL
Level/Grade Level 1	Specified Calling Level	Agreement: PSA 1992 /PSGOCSAGA 2017	Effective Date 12 December 2018
Division: Botanic Gardens and Parks Authority		Branch: Visitor Services and Community Engagement	
Section: Visitor Services – Kings Park Discovery and Learning		Location: Kings Park and Botanic Garden, West Perth	

2. Reporting Relationships

Position Title Manager Visitor Services and Community Engagement	Level/Grade Level 7
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Responsible to

Position Title Discovery and Learning Coordinator	Level/Grade SC2
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Responsible to

Nature Activities Leader



Officers under *direct* responsibility

Position Title	Level/Grade	Approx. no. FTEs supervised

Department of Biodiversity,
Conservation and Attractions
REGISTERED JDF
HR OFFICER: 
12 Dec, 2018

Other offices reporting directly to this office

Position title	Level/Grade
Education Officers	L3
Education Bookings and Administration Officer	L3
Aboriginal Education Presenter	L2
Discovery and Learning Leaders	L1
Naturescape Ambassadors	L1

3. Role and Scope

This is a brief outline of the key responsibilities and scope. Scope may include the level of guidance under which the job operates, range of assignments, and influence on results for the work function or program:

Engages visitors in Rio Tinto Naturescape Kings Park through positive communication to encourage safe and environmentally aware discovery and play. The Nature Activities Leader role is to lead on-site visitor services in Rio Tinto Naturescape Kings Park, and engage school, community and family groups in nature-based discovery and learning activities.

Individuals undertake their duties and responsibilities in accordance with the department's [Code of Conduct](#), policies and procedures, and relevant Government legislation.

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4. Responsibilities of the Position and Broad Outline of Duties

The proportion of time likely to be spent on each function or duty may, if appropriate, be indicated as a percentage (%).

Outcome 1: Discovery and Learning Programs and Activities

1. Leads a range of engaging, fun and nature-based experiences for Park visitors.
2. Maintains knowledge of biodiversity, conservation and Aboriginal cultural heritage related to Kings Park.
3. Maintains accurate records and reports on Discovery and Learning programs and activities.
4. Provides feedback as to how programs and activities could be improved.
5. Maintains resources and sources natural materials to support Discovery and Learning activities.
6. Assists with delivery of special events, and school and community education programs as required.
7. Provides direction and support for volunteers assisting with nature-based activities and working in Naturescape.

Outcome 2: Effective Program Delivery

8. Provides written and verbal reports as required, including the completion of a daily Communications Log.
9. As part of the Kings Park Discovery and Learning team ensures effective communication with other team members and volunteers to assist with the effective delivery of quality education service.
10. Uses initiative, flexibility and good organisational skills to quickly adapt to changing situations to ensure quality service delivery.

Outcome 3: Community Engagement

11. Encourages and supports Park visitors, including school groups, OSHC, community groups and families to have fun, explore, learn and be physically active during their visit to Rio Tinto Naturescape Kings Park.
12. Effectively communicates expected behaviour and conditions of entry to visitors in Rio Tinto Naturescape Kings Park, using positive and creative strategies.
13. Conducts regular site checks for safety and cleanliness and ensure hazards and maintenance issues are addressed in a timely way.
14. Provides first aid as required and follows BGPA protocols in cases of Accidents, Incidents and Emergencies.

Outcome 4: A Positive Work Environment

15. Participates in training opportunities and contributes to team meetings.
16. Works as a member of the Discovery and Learning team in the area required, including after hours, weekends, public holidays and school holidays.

Other

17. Participates in fire management activities that contribute to bushfire suppression and prescribed burning operations commensurate with capability, capacity, training and level of experience.
18. Undertakes other duties as directed.

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5. Selection Criteria

In the context of the duties and responsibilities of the position, the following selection criteria apply. All criteria are essential unless specified otherwise.

Applicants should address the following four criteria in a written application. These should be addressed in no more than two pages in total.

1. Demonstrated ability to deliver learning experiences and/or performance experiences for a range of ages and audiences.
2. A 'can do' attitude with effective communication and interpersonal skills. Demonstrating positive leadership and the ability to solve challenges, ensuring visitors comply with site rules.
3. Proven team-player with the ability to communicate effectively with a team of staff and volunteers to deliver a consistently high standard of service.
4. Demonstrated enthusiasm for outdoor activities, biodiversity and conservation, and ability to lead and engage children in nature-based activities.

The following essential criteria will be assessed at some stage during the selection process. Desirable criteria will be assessed as required:

5. Ability to work a variation of hours, including after hours, weekends and public holidays.
6. Current Senior First Aid Certificate.
7. Secondary qualification and proven relevant practical experience e.g. teaching, outdoor education, bush skills sport and recreation, tourism or environmental management.
8. Understanding of occupational, health and safety, and equity and diversity principles and practices.

Values

In all of our work we will act with the highest *Integrity* and be *Open, Accountable, Creative, Responsive, Innovative, Outcome-focused* and *Collaborative*. For the purposes of this recruitment process, behaviour that reflects the values indicated below (as **Essential** and/or **Desirable**) are included as selection criteria for this position.

Desirable:

Open, Accountable, Creative, Responsive, Innovative, Outcome-focused, Collaborative, Integrity.

Information on whether appointment to this position is subject to a satisfactory Working With Children or National Police check is included in Section 6 of this form.

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Position No. Generic Casual JDF	Level/Grade: Level 1.5	Specified Calling Level	Effective Date 12 December 2018

6. Other

Position Status Does the position form part of the permanent structure?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Full Time Equivalent (FTE) Full time hours = 1 FTE. Write part time hours as a proportion of 1 e.g. 0.6 FTE if 3 days per week i.e. 60% of full time hours.	Variable, casual		
Allowances and Special Conditions Applicable allowances and special conditions are checked with an 'x' in the appropriate box.	<input type="checkbox"/> District Allowance	<input type="checkbox"/> North West Leave	
	<input type="checkbox"/> Air Conditioning	<input type="checkbox"/> No Fixed Hours (Rangers only)	
	<input type="checkbox"/> Ranger Leave (Rangers only)	<input type="checkbox"/> Other - Please specify below:	
Specialised Equipment Operated Specify type of equipment e.g. 4WD.			
Working With Children Specify if appointment to this position is subject to a satisfactory Working with Children check – if this position works with children, refer to https://workingwithchildren.wa.gov.au/about/categories-of-child-related-work for information on whether a check is required. If yes, applicants may be asked to provide a WWC check.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
National Police Check Specify if appointment to this position is subject to a satisfactory National Police check. If yes, applicants may be asked to obtain a National Police Certificate . For more information refer to the department's guidelines on National Police checks .	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		

PEOPLE SERVICES BRANCH USE ONLY ANZSCO Code	452299
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7. Certification

The details contained in this document are an accurate reflection of position.

Branch/Division Head	Director General
Signature:	Signature:
Date:	Date: